

ADMINISTRATIVE
INTERNAL USE ONLY

DD/A Registry
76-5374

DD/A Registry
File Bldg & Grds

26 October 1976

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM : [REDACTED]
Acting Chief, Printing & Photography Division, OL

STATINTL

VIA : Director of Logistics

SUBJECT : Request for Ongoing Photography/Pictorial
Rendition of Headquarters and Grounds

1. Pursuant to your request, the Photography Branch, Printing & Photography Division, Office of Logistics, is taking the following actions:

a. Begin immediately the task of photographing the Headquarters grounds, relative to their appearance in each of the four seasons, varied lighting conditions and aesthetic appeal. (This project was initiated on 13 October 1976 when photographs were taken of Headquarters under unusual lighting conditions.)

b. Provide in a single package, 8- by 10-inch color prints of Headquarters spaces now on file which have not changed in appearance since this photography was accomplished. This will serve to identify current holdings and establish new requirements.

c. Enlist the support of the Logistics Services Division, OL, in identifying Headquarters spaces of special interest, particularly when changes occur as a result of redecorating or refurbishing; i.e., library, executive dining room, auditorium, snack bars, corridors, etc.

2. All photographs provided will be in the form of 8- by 10-inch color prints of presentation quality, unless otherwise specified. Photography Branch technicians will select the views for final rendering from the many exposures made at each shooting. Mr. [REDACTED] Photographic Technician, will be the prime photographer on this project with Mr. [REDACTED] assisting when available. Completed color prints will be forwarded, through the conventional chain of command, to the DDCI's office.

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OL 6 5311

SUBJECT: Request for Ongoing Photography/Pictorial
Rendition of Headquarters and Grounds

STATINTL

3. Mr. [REDACTED] Chief, Photography Branch, P&PD/OL, will
serve as contact point/action officer on this project.

STATINTL

151
[REDACTED]

DDA Distribution:

Orig - DDCI

1 - ER

1 - DDA Subject

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Request for Ongoing Photography/Pictorial Rendition of Headquarters and Grounds				
FROM:		EXTENSION	NO.	
Acting Chief, Printing & Photography Division, OL		4111	DATE 26 OCT 1976	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Logistics		10 27	8	<p>Gloria. Rallaburjak!!!</p> <p>Karen:</p> <p>Send a copy to ODCI for info.</p> <p>Done 11/1/76</p> <p>24</p> <p>OL 6-5815</p>
2. EO/DDA				
3. Associate Deputy Director for Administration				
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